

DCI/ICS 82-4821
25 March 1982

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MEMORANDUM FOR: IC Staff Office Directors/Staff Chiefs

FROM:

[REDACTED]

Director, Intelligence Community Staff

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SUBJECT: Advance Work Plans

REFERENCE:

[REDACTED]

24 February 1982

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1. As a result of reference, we no longer have to forward Advance Work Plans (AWP) along with the Performance Appraisal Report (PAR) to the Office of Personnel. Reference did not, however, eliminate the requirement for the AWP. Rather, it stated that AWP's would be prepared in accordance with current procedures and schedules and maintained in component soft files.

2. I believe the AWP is a useful and important management tool for both supervisors and employees. For employees, it delineates specific goals for the new PAR rating period. And, it permits supervisors to spell out those actions which should be undertaken and/or completed during the coming year. Finally, it is useful in preparation of the PAR in that it eliminates any ambiguity as to what was expected of the employee during the rating period.

3. As a matter of policy, I want each IC Staff employee to have a current AWP. And, I want to stress "Advanced!" Clearly, the purpose of the AWP is not served if it is prepared at the end of the rating period. I have asked [REDACTED] to maintain a copy of each employee's current AWP in his/her soft file (held in ICS Personnel). If you have not already forwarded current AWP's to [REDACTED] please do so by COB 7 May 1982.

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